

# North Reading Parks & Recreation Department



**Field & Facility Permit Policies  
Including  
*INDEMNITY CLAUSE & DISCLAIMER.***

**Updated:  
6/29/2020**

North Reading Parks and Recreation reserves the right to  
update and revise the contents at any time.

## **Mission Statement**

The North Reading Parks and Recreation Department is committed to enhancing the quality of life for all North Reading Residents, by striving to provide the best recreational programming and park facilities possible. We operate year round to service programming through out its public facilities, playgrounds, parks and athletic fields offering a variety of recreational and athletic opportunities to the residents of North Reading and residents of the surrounding communities.

Our mission is to advance parks, recreation and environmental conservation efforts that enhance the quality of life for all people. Enhance the town potential by providing facilities, services and programs that meet the emotional, social and physical needs. Promote individual and community wellness that enhances the quality of life for all citizens. Promote cultural understanding, economic development, family public health and safety by working in coalitions and partnerships with allied organizations.

## **Definitions**

### **Organization, Group or League Permit**

Two or more individuals regularly meeting at a field or facility shall constitute organized use of a field or facility and is required to obtain a permit from the North Reading Parks & Recreation Department. Permit fees will be charged pursuant to our Fee Structure (fee structure is subject to change at any time).

### **Single Use Permit**

A private citizen or organization requesting exclusive use for a one-time one-day event only.

### **Casual Use**

North Reading parks, fields and facilities are public property and may not necessarily require a permit for use, however, use authorized by a permit will **always** take precedence over casual use of town owned parks, fields and facilities.

### **Residency**

Currently living in North Reading  
Currently employed in North Reading  
Graduate of North Reading High School  
Graduate of a Private High School while living in North Reading

## **Grievance Policy**

**Stage 1:** If a grievance is received by the North Reading Parks & Recreation Department, we will advise the person filing the grievance to contact the appropriate organization, league or group for a resolution.

**Stage 2:** If the person filing the grievance does not receive a response within seven days, they should notify North Reading Parks & Recreation Department and request a follow-up on their grievance issue. We reserve the right to contact the organization, league or group to research the grievance and respond to the grievant.

## **Condition, Terms & Limitations of Permit**

All permits issued by the North Reading Parks & Recreation Department are also subject to conditions, terms and limitations as defined by federal and state laws, league or group bylaws, league divisions, town ordinances, and the North Reading Parks & Recreation Policy and Procedures Handbook including *THE INDEMNITY CLAUSE & DISCLAIMER*. Violations are subject to our disciplinary policy.

- **HOURS** - North Reading parks and fields are open from 8AM to 8PM unless otherwise stated or authorized by the Parks Director.
- **PARKING/ENTRANCE** - Allowed only in designated areas and vehicles must not block access to entrances. If it is necessary for a permit applicant to use a vehicle to transport items to a field or park area, they must notify at permit application this need and if approved, will be given a *vehicle permit*. Vehicles are for transportation purposes only and must be returned to the general parking lot after unloading of your vehicle. No vehicles may be driven on any field except under strict Parks & Recreation staff supervision.
- **DAMAGES** - Damages caused by aggressive or negligent use to a park, playground structure, athletic facility, field, or park equipment of any kind will be assessed 100% of the cost to correct, replace and repair to the offender.
- **MAINTENANCE AND UPKEEP**  
Do not apply any chemical, fertilizer, herbicide or pesticide to parks or fields.  
The permit applicant, organization, league or group is not allowed to perform any maintenance or upkeep on any fields/grounds/facilities without prior specific approval from the Parks Director. Lining of the fields is the responsibility of the each league. The Parks Director should approve lining layout prior to the application of lines.  
The North Reading Parks & Recreation Department reserves the right to require a police detail for a permit applicant depending on the size of the event. The cost for any required police detail will be the responsibility of the permit applicant.  
The permit applicant, organization, league or group is responsible to make sure that all trash is properly disposed into trash or recycling receptacles. If after an event, activity or game it is found that additional clean-up is necessary, the applicant will be charged.  
All signs of advertisement are prohibited without written approval from the Town of North Reading Parks Department.
- **EVENTS**  
The North Reading Parks & Recreation Department reserves the right to require additional Parks & Recreation Department staff to monitor or supervise an event. The cost for the required staff will be the responsibility of the permit applicant.  
If the permit applicant, organization, league or group requires equipment set up prior to an event or broken down after an event, then they are responsible for the additional cost to pay the staff. (i.e. tents, grills, play equipment, sound systems, etc.).  
The Parks Director must approve equipment of any kind being used or brought into the fields/facilities prior to event. The Director has the right of refusal of any and all outside equipment being used on Parks & Recreation fields/facilities.  
The permitted organization is responsible for any additional portable toilets costs.  
No events or activities will be permitted that are considered likely to damage fields, irrigation system or resources.

## **EVENTS**

Charcoal grills are not allowed at any park with the exception of Clarke Park. Clarke Park has a resident charcoal grill that may be used by permit holders only. Permit applicants must request the use of their gas grills during their permitted time. All risks of the gas grills are the sole responsibility of the permit applicant.

The permitted organization, league or group must acquire special approval for the playing of live music in or at any field/facility.

If the permitted organization, league or group is serving food, it is their responsibility to obtain any necessary Board of Health permits prior to event.

**NO** fundraising activities may be conducted at the fields/facilities, no admission is to be charged, and no tickets will be sold, no raffles, no collections taken or items sold without notification and approval of the Parks Director prior to event. If approved, it will be the responsibility of the permit applicant to file or obtain the necessary permits or tax reports.

No food carts or food vendors are allowed within any North Reading Parks facilities without prior approval and permits issued by North Reading Parks & Recreation Department.

No possession or consumption of alcohol or smoking is allowed within any public park, playground or athletic facility.

## ➤ **CONDUCT**

Conduct unbecoming or illegal of an individual, group or team, such as, but not limited to, foul language, public urination, illegal drug use, smoking, alcohol consumption or considered to be a public nuisance will be reported to the proper authorities and will be subject to penalties of such actions and asked to leave .

Direct and insubordinate disobedience of a Park Director directive will result in immediate revocation of a parks permit.

The Parks & Recreation Department personnel reserve the right to enter all fields, parks and facilities at any time during any and all use for observation of activities.

Some events and activities may require the applicant to obtain general liability insurance.

When required, the insurance coverage must include a minimum limit of \$1,000,000 per incident coverage and \$2,000,000 aggregate general liability coverage. If required, policy must be received prior to dates of use and before permit issuance.

Any unauthorized vehicles parked found to be parked in unauthorized areas without approval will be cited and towed at the vehicle owner's expense.

**Any revocation of a permit due to disciplinary action will not receive a refund.**

## ➤ **COMMUNICATION**

The permit applicant should have an original/electronic copy of the permit on their designated person at the event(s) and be able to produce permit at any requested time by the North Reading Parks & Recreation staff, Police or DPW Departments.

The designated contact person or secondary person should make all communications to the North Reading Parks & Recreation Department.

Permit applicant is responsible for informing all of the League Board members, general members, coaches, assistants, volunteers, parents/guardians and players of ALL rules, regulations, conditions, terms and limitations regarding use and conduct on the fields/facilities as defined in this handbook.

If a permitted event **is not held** due to unforeseen conditions the permit contact person **MUST** contact North Reading Parks & Recreation Dept. immediately.

If the permit holder is not going to use a field/facility, the unused dates and times may not be assigned or transferred. These dates and times must be made aware to the North Reading Parks & Recreation Department immediately.

➤ **TURF FIELD AND TRACK SPECIFIC CONDITIONS:**

No food products, gum, chewing tobacco, sunflower seeds or flavored drinks are allowed on the track or turf field. ONLY plain water is allowed.

Cleats may **not** be worn on track surface.

No water balloons or egg toss games are permitted on the turf field or track areas.

All practices require prior authorization from the Parks & Recreation Department.

No uses of the press box, stadium lighting, wireless sound system or concession without prior consent of the Parks Director.

All other conditions within **General Conditions, Terms & Limitations** if applicable, are also considered part of the Turf Field policies.

➤ **RAIN/WET CONDITIONS POLICY**

The North Reading Parks and Recreation Dept. reserves the right to close any field or park facility due to inclement weather or safety conditions. Should this situation occur, a suitable alternative date would be provided or funds would be refunded. If your rental date is rained out, please call the Parks & Recreation office to make other arrangements..

Playability test after rainy conditions. If there are puddles on the fields and/or step on any portion of the field and if water squishes out from under your shoe, the field is closed with no game play and/or practice. Playing on wet fields poses a safety hazard and causes severe field damage. **There is no sports field use on grass field during rainy conditions..**

➤ **OTHER CONDITIONS**

North Reading Parks & Recreation reserves the right to revise the rules, regulations, policies and procedures at any time and to rule on a situation not specifically covered in this handbook.

No pets are allowed on any athletic field whether grass and artificial turf.

No advertising banners or signs are allowed with except written permission of the Parks Department.

➤ **CANCELLATION & REFUND POLICY**

North Reading Parks & Recreation Department is a self-supporting Department. Our department does not receive any funding from the Town budget for services, supplies, capital equipment and improvements and most personnel. Therefore, this policy is set to discourage last minute cancellations. Our goal is to offer the most reasonable prices while maintaining the best athletic fields and parks in the greater area. We will not refund short notice cancellations that are no fault of this department or inclement weather that is not considered detrimental to the rental.

1) It is the applicant's responsibility to make written/e-mail notification of a request to cancel to the Parks Department.

2) Cancellation of single use rentals must be made a minimum of seven (7) days in advance to receive a refund less any cancellation fees.

3) Cancellations of seasonal field rentals reserved by a sports league/team/group must be made before March 15<sup>th</sup> for Spring or Summer or July 15<sup>th</sup> for Fall to receive a refund less any cancellation fees.

4) A cancellation fee of:

\$25 will be assessed to any permit application under \$200

\$50 will be assessed to any permit application over \$200.

## **North Reading Parks & Recreation**

### **Disciplinary Actions/Policy**

1. Verbal warning to permit applicant.
2. Written warning to permit applicant.
3. Permit suspension.
4. Permit revocation.
  - Any individual and those governed within a league, team or group who has violated our policies, we reserve the right to ban said individual from our parks, fields and facilities.
  - If a league, team or group does not follow their by-laws or disciplinary actions, we reserve the right to revoke their permit.



## North Reading Parks & Recreation

### Indemnity Clause & Disclaimer

I have read, understood and agree to all of the rules, regulations, terms, conditions and limitations listed in the North Readings Parks & Receptions "*Field and Facilities Permit Policy Handbook*" and understand the consequences of not complying with these policies. In consideration of being permitted to use the North Reading Parks & Receptions fields and facilities, I, on behalf of the members and players from my organization, league or group, shall indemnify, defend and hold the Town of North Reading, its departments, employees and officials harmless from any and all claims, demands, liabilities, actions, cause of actions, cost and expenses, including attorney fees arising out of the use of the playing fields, parks, facilities and equipment. Any one person or group utilizing any North Reading Parks & Recreation facilities, fields, parks, and equipment will do so at their own risk.

The permit will be immediately revoked for the use of alcohol, any illegal substance, and violation of the law and any behavior deemed inappropriate by the North Reading Parks & Recreation Department or Committee or his duly appointed representatives. If at any time an unfavorable condition exists or conduct by a participant or participants is deemed inappropriate, the Parks Director or his duly appointed representative reserves the right, in the interest of public safety, to discontinue all activities or dismiss the person or persons detrimental to the activity.

All incidents or accidents should be reported to the North Reading Parks & Recreation Department immediately.

**My signature below indicates that I have read and agree to the above disclaimer, received and read a copy of the "Fields and Facilities Permit Policy Handbook", and will fully abide by the terms, conditions and provisions contained or referred to therein.**

\_\_\_\_\_  
Signature of Applicant and/or League President

\_\_\_\_\_  
Organization and/or League

Address: \_\_\_\_\_  
Street City State Zip Code

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

*IF YOU MAKE AN ELECTRONIC REQUEST AND RECEIVE A RESERVATION/PERMIT, PLEASE NOTE THAT PAYMENT AND/OR PARTICIPATION CONSTITUTES ACCEPTANCE OF OUR FIELD & FACILITY PERMIT POLICIES INCLUDING THE INDEMNITY CLAUSE & DISCLAIMER.*

**WHEN MAKING PAYMENT OR PARTICIPATION –**  
**THESE 7 PAGEGS ARE WHAT YOU ARE AGREEING TO ABIDE**  
**WHETHER ELECTRONICALLY, VERBALLY OR IN WRITING.**